



BHD

MILWAUKEE COUNTY
Behavioral
Health
Division

myAvatar™

Tips and Tricks



Deleting Forms Filed as Draft- use the steps below to delete a draft/final form filed in *Draft* status.

With the exception of the Individual and Crisis Progress Notes (which use different functionality to delete draft notes) follow the steps below to delete (as appropriate) a draft/final form filed in *Draft* status.

1. From the Home View, select the client and open the appropriate form.

Recent Clients

- Anthony Petty (008017925)
- Tom Petty (000100002)
- Bunny Rabbit (000100003)

Search Clients advanced

Close Open Clients

My Error Correction Requests

Recent Forms

- History and Physical Exam
- History and Physical Exam (Avatar CWS)

Search Forms

Browse Forms

- Avatar PM ▶
- Avatar CWS ▶
- Avatar MSO ▶

2. Select the appropriate episode in the episode pre-display and click OK.

History and Physical Exam

Name: BUNNY RABBIT
ID: 100003
Sex: Female
Date of Birth: 02/04/1998

Episode	Program	Start	End
2	Crisis	09/14/2018	
1	43C Women's Treatment Unit	04/30/2018	

OK Cancel

AVPM (UAT) 09/14/2018 01:35:06 PM

3. Select the appropriate draft form in the document pre-display and click Delete.

Home | Bunny R | Preferences | Lock | Sign Out | Switch | Help | SMorris

BUNNY RABBIT (000100003)
F, 20, 02/04/98
HT: -, WT: -, BMI: -

Ep: -
Problem P: -
DX P: -

Location: -
Attn. Pract.: -
Adm. Pract.: -

History and Physical Exam

Assessment Date	Data Entry Time	Data Entry By (Login)	Draft/Final
09/14/2018	11:46 AM	Susanne Morris (Avatar User Experience)	Draft
04/30/2018	02:23 PM	Test Doctor 1	Final

Add Edit Delete Cancel

4. Acknowledge the pop-up.

Delete Confirmation

Are you sure you want to delete this item?

Yes No

Add Edit Delete Cancel

5. Draft form is deleted from the chart.

Home | Bunny R | Preferences | Lock | Sign Out | Switch | Help | SMorris

BUNNY RABBIT (000100003)
F, 20, 02/04/98
HT: -, WT: -, BMI: -

Ep: -
Problem P: -
DX P: -

Location: -
Attn. Pract.: -
Adm. Pract.: -

History and Physical Exam

Assessment Date	Data Entry Time	Data Entry By (Login)	Draft/Final
04/30/2018	02:23 PM	Test Doctor 1	Final